

THE WHITE HOUSE

WASHINGTON

July 2, 1999

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Worker 2000 Presidential Initiative

Each year, Federal employees suffer over 160,000 injuries or illnesses in the course of their employment. The Federal Government's bill for medical treatment and wage loss compensation costs exceeds \$1.9 billion each year. Even more disturbing is the pain and suffering of employees and their families that is caused by these injuries and illnesses and the fact that many of such injuries and illnesses are preventable.

The Federal workforce is a valuable asset to our healthy economy. We need to do more to protect our dedicated public servants from preventable injuries and illnesses. From this point forward, I want to make the safety and health of every Federal worker a central value in each operation performed in Federal workplaces. I ask all Federal agencies to help make Federal Government workplaces safe and productive. Furthermore, we need to ensure that, when injuries do occur, Federal employees are given the best possible care and are returned to work as quickly as possible.

To this end I direct the Secretary of Labor to lead an initiative focusing on the Federal workplace. This initiative will have a duration of 5 years, and will establish 3 measurable goals:

- reducing the overall occurrence of injuries by 3 percent per year, while improving the timeliness of reporting of injuries and illnesses by agencies to the Department of Labor by 5 percent per year;
- for those work sites with the highest rates of serious injuries, reducing the occurrence of such injuries by 10 percent per year; and
- reducing the rate of lost production days (i.e. the number of days employees spend away from work) by 2 percent per year.

I also direct the Secretary to report to me each year on the progress made to reduce work-related injuries and illnesses, to provide timely services, and to reduce the number of days injured workers are away from their jobs.

I am convinced that this new focus on safety and health in the Federal Government will result in fewer injured workers, significant cost reductions, and an enhanced ability to serve the American public.

William D. Clinton

## FEDERAL WORKER 2000

### -- A Presidential Initiative --

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1. Where are the Safety and Health responsibilities for Federal Agencies established.
  - Section 19 of the Occupational Safety and Health Act of 1970 and Presidential Executive Order 12196 set safety and health program requirements for all agencies of the Executive Branch except military personnel and uniquely military equipment, systems and operations.
2. Why is there a need for a Presidential Safety and Health Initiative?
  - Each year more than 160,000 injuries and illnesses at work are reported to ESA's Office of Workers' Compensation Programs (OWCP) under the Federal Employee's Compensation Act (FECA).
  - The reported injuries result in the payment of nearly two billion dollars annually in workers' compensation costs which include medical expenses and lost income.
3. What will be the focus of the Initiative?
  - Federal Worker 2000 will highlight the President's interest and support for a strong safety and health program in the Federal Government through involvement by Cabinet Officers and agency managers;
  - It will address the human and financial cost of workplace injury by reducing the incidence of injury, the days of disability and lost production that ensue; and
    - It will establish three measurable goals that OSHA, ESA/OWCP and participating agencies can use to track progress in Federal worker safety and health and compensation programs. These goals will seek to improve or reduce 4 major indicators:
    - Reduce the total rate of Injury/Illness Cases per 100 employees reported by all agencies (TCR= Total Case Rate);
    - Reduce the rate of Lost Time Cases per 100 employees for agencies at or above 2 times the FY-96 Federal average (LTCR = Lost Time Case Rate);
    - Reduce the rate of Lost Production Days per 100 employees due to injury/illness incurred at work (LPDR = Lost Production Days Rate);and
    - Decrease the Average Reporting Time by Federal agencies for new injuries and illnesses incurred at work.

## FEDERAL WORKER 2000

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4. What are the goals of this 5 year initiative?

- Goal 1: *Reduce the overall occurrence of injuries by 3% per year, while improving agencies' timeliness of reporting of injuries and illnesses to the Department of Labor by 5% each year.*
- Goal 2: *For those worksites with the highest rates of serious injuries, reducing the occurrence of such injuries by 10% per year; and*
- Goal 3: *Reducing the rate of lost production days -- that is, the number of days employees spend away from work -- by 2% per year.*

5. What will OSHA and ESA/OWCP do during this initiative?

- OSHA and OWCP will track and measure the accomplishment and success of Federal agencies towards meeting their goals and provide feedback to the agencies on an annual basis;
- Report annually to the White House on the status of these goals;
- Provide technical assistance, compliance assistance and training to agencies upon request;
- Provide special topics training on Safety & Health issues for Local Federal Safety and Health Councils, and in cooperation with Federal Executive Boards/Councils conduct Federal Worker 2000 Seminars for federal agencies .
- Prepare for a Presidential awards ceremony at the conclusion of the program; and
- Conduct spot checks to gauge progress by randomly inspecting 10% of the worksites with the highest lost time case rates annually.

The three goals of the Federal Worker 2000 initiative are described below, along with OSHA's and ESA's planned contributions towards assisting Federal agencies in their accomplishment.

**Goal 1:** Reduce the total case rates (TCRs) for most Federal agencies by 3% per year, while at the same time increasing the timeliness of reporting new injuries and illnesses to ESA/OWCP for each agency by 5% per year.

To assist Federal agencies in their achievement of this goal, OSHA will:

- Develop annual goals for each Federal agency delineating a 3% reduction in the TCR per year, using the most recent injury and illness data, fiscal year 1997, as the "base" year.
- Encourage the establishment of active Health and Safety programs within each agency.
- Track and measure the agencies' yearly progress toward the goal and provide feedback.

The Federal Government average total case rate for FY 1997 was 5.63 injuries/illnesses per 100 employees. All agencies with a rate above 2.00 would be expected to reduce the TCR in each subsequent year by 3%; agencies with rates below 2.00 would be expected to maintain those rates at the FY 1997 level.

At the same time, ESA/OWCP will:

- Track and measure agencies' progress toward the 5% improvement in timeliness, using the FY 1998 baseline.

Federal regulations require an employer to submit the written notice of an injury or illness (Forms CA-1 or CA-2) to ESA/OWCP as soon as possible, but no later than 10 working days (or 14 calendar days) after receiving it from the employee. ESA/OWCP is not able to take action to pay for medical care, reduce disability, and/or effect a safe return to work until that notice has been received. The later the notice, the more likelihood of prolonged disability and higher compensation costs.

Currently, the 14 largest Federal agencies (including the Postal Service) average only 49% of injury notices submitted within the regulatory time period; some agencies are as low as 20%. All Federal agencies have access to their timeliness records through the ESA/OWCP Web page which tracks their performance down to the lowest organizational level for which cost data is compiled. ESA/OWCP district offices provide this information to the Federal agencies regionally and nationally on a quarterly basis.

**Goal 2:** Reduce the lost time case rates (LTCRs) for those worksites with the highest Federal lost time case rates by 10% per year.

For FY 1996, the Federal LTCR was 2.67 lost time injuries/illnesses per 100 employees. The worksites which in 1996 had LTCRs double the Federal rate, will be the first asked to begin work toward this reduction goal. These worksites have the greatest potential for dramatic improvements, and would represent compelling success stories for safety and health programs in the Federal government.

This particular goal will challenge those Federal agencies with the highest LTCRs to both improve their safety and health programs and lower their injury rates. Preliminary lists of sites

with the highest lost time case rates were shared with the agencies. After considering the agencies comments, OSHA developed a final list of Federal worksites to be included under this goal.

OSHA will provide monitoring and technical assistance necessary to increase agency emphasis on accident prevention. ESA/OWCP will work with the agencies to assure that prompt medical attention is provided to injured or ill employees.

**Goal 3: Following establishment of a baseline in FY 1999 or 2000, reduce the lost production days rate (LDPR) (lost days due to injury or illness per 100 employees) by 2% per year.**

Society, the individual worker, and employers all benefit from injury prevention. Failing that, there is still benefit in avoiding the long separations from work, lost productivity, and lost self-esteem that can result from long-term disability related to on-the-job injuries. This goal can be accomplished by reducing injuries, their severity, or the average length of disability; it requires the agency to focus attention on the areas where the improvements may be effected.

Agency management and employee representatives can address overall safety and accident prevention issues, as well as increasing return to work and light duty accommodation efforts for those injured. This goal requires close cooperation between OSHA, ESA/OWCP, and Federal agency staffs, thereby eliminating much of the current overlap and duplication of efforts.

The LDPR is a balanced measure of the impact of work-related injuries and illnesses, capturing both the human and cost dimensions. To ensure correct identification of lost-production days, and establishment of an accurate measure for determining goal achievement, agencies will need to define systems to identify and report all time lost due to job-related injuries.

Continuation of Pay (COP) is a hidden cost of the workers' compensation program, not only in dollars but in lost days of production. Currently, ESA/OWCP has statistical data on agency performance *after* the initial 45 days that employees remain on the agency's payroll (COP period), but the data does not indicate the number of days lost *during* the COP period. Since most injured Federal workers return to work before the 45 day COP period expires, the new tracking system will yield valuable information and provide additional incentive for Federal agencies to improve the timeliness of their injury notification to DOL. ESA/OWCP will furnish technical assistance and guidance in capturing the LDPR information, thereby providing the tool needed to measure each agency's success in reducing this rate by 2% beginning in FY 2000 or 2001.

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3% Reduction Goal

& Maintenance Goal

AGENCY	BASE YEAR TCR FY 1997	GOAL YEAR 1 FY 2000	GOAL YEAR 2 FY 2001	GOAL YEAR 3 FY 2002	GOAL YEAR 4 FY 2003	GOAL YEAR 5 FY 2004
Dept of Agriculture	4.52	4.38	4.25	4.11	3.98	3.84
Dept of Defense	4.33	4.20	4.07	3.94	3.81	3.68
Army	4.14	4.02	3.89	3.77	3.64	3.52
Navy	5.22	5.06	4.91	4.75	4.59	4.44
Air Force	3.74	3.63	3.52	3.40	3.29	3.18
Dept of Health & Hum Svc	2.96	2.87	2.78	2.69	2.60	2.52
Dept of the Interior	7.66	7.43	7.20	6.97	6.74	6.51
Dept of Justice	7.56	7.33	7.11	6.88	6.65	6.43
Dept of Labor	3.71	3.60	3.49	3.38	3.26	3.15
Dept of Transportation	3.38	3.28	3.18	3.08	2.97	2.87
Dept of the Treasury	3.85	3.73	3.62	3.50	3.39	3.27
Dept of Veterans' Affairs	4.49	4.36	4.22	4.09	3.95	3.82
Dept of Energy	2.45	2.38	2.30	2.23	2.16	2.08
Dept of Housing & Urb Dev	2.12	2.06	1.99	1.93	1.87	1.80
General Services Adm	3.69	3.58	3.47	3.36	3.25	3.14
Fed Emergency Mgt Agcy	5.14	4.99	4.83	4.68	4.52	4.37
Nat Archives & Record Adm	6.91	6.70	6.50	6.29	6.08	5.87
Nat Gallery of Art	4.65	4.51	4.37	4.23	4.09	3.95
Smithsonian Institution	6.18	5.99	5.81	5.62	5.44	5.25
Armed Forces Retir Home	8.53	8.27	8.02	7.76	7.51	7.25
Social Security Adm	2.49	2.42	2.34	2.27	2.19	2.12
Federal Reserve System	2.42	2.35	2.27	2.20	2.13	2.06
Internat Boundary & Water Com	8.43	8.18	7.92	7.67	7.42	7.17
Tennessee Valley Authority	4.02	3.90	3.78	3.66	3.54	3.42
Federal Govt ( w/o USPS )	4.14	4.02	3.89	3.77	3.64	3.52

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**3% Reduction Goal****& Maintenance Goal****Maintenance Level TCRs**

Dept of Commerce	1.86	1.86	1.86	1.86	1.86	1.86
Dept of State	1.13	1.13	1.13	1.13	1.13	1.13
Dept of Education	1.78	1.78	1.78	1.78	1.78	1.78
Environ Protection Agency	1.25	1.25	1.25	1.25	1.25	1.25
Fed Deposit Insurance Corp	1.28	1.28	1.28	1.28	1.28	1.28
Nat Aeronautics & Space Adm	1.27	1.27	1.27	1.27	1.27	1.27
Agency for Internat'l Dev	1.07	1.07	1.07	1.07	1.07	1.07
Equal Employ Opp Com	1.64	1.64	1.64	1.64	1.64	1.64
Fed Communication Com	0.82	0.82	0.82	0.82	0.82	0.82
Nat Labor Relations Board	1.27	1.27	1.27	1.27	1.27	1.27
Nuclear Regulatory Com	1.06	1.06	1.06	1.06	1.06	1.06
Office of Personnel Mgt	1.91	1.91	1.91	1.91	1.91	1.91
Railroad Retirement Board	1.24	1.24	1.24	1.24	1.24	1.24
Small Business Admin	1.93	1.93	1.93	1.93	1.93	1.93
U.S. Information Agency	1.04	1.04	1.04	1.04	1.04	1.04
National Credit Union Adm	1.5	1.5	1.5	1.5	1.5	1.5

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10% Site Reduction

AGENCY	BASE YEAR Site - LTCR FY 1996	GOAL YEAR 1 FY 2000	GOAL YEAR 2 FY 2001	GOAL YEAR 3 FY 2002	GOAL YEAR 4 FY 2003	GOAL YEAR 5 FY 2004
Department of Agriculture (1)	5.66	5.09	4.53	3.96	3.40	2.83
Department of Defense (26)	6.49	5.84	5.19	4.54	3.89	3.25
Department of Energy (1)	11.8	10.62	9.44	8.26	7.08	5.90
General Services Admin (3)	8.27	7.44	6.62	5.79	4.96	4.14
Department of the Interior (21)	9.04	8.14	7.23	6.33	5.42	4.52
Department of Justice (25)	10.36	9.32	8.29	7.25	6.22	5.18
Department of Transportation (5)	10.84	9.76	8.67	7.59	6.50	5.42
Department of Treasury (13)	7.14	6.43	5.71	5.00	4.28	3.57
Depart of Veterans' Affairs (6)	6.29	5.66	5.03	4.40	3.77	3.15

Department of Defense....

Sites with high Lost Time Case Rates

Army

- Forces Command  
Fort Bragg  
Fayetteville, North Carolina 28307  
LTCR: 6.09
- Health Services Command  
Fort Huachuca  
Sierra Vista, Arizona 85613  
LTCR: 8.66
- Field Operating Agencies  
Saint Louis, Missouri 63132  
LTCR: 8.33
- Army Materiel Command  
McAlester Army Ammo Plant  
McAlester, Oklahoma 74501  
LTCR: 5.77
- Army Materiel Command  
Richmond, Kentucky 40475  
LTCR: 5.74
- Army Materiel Command  
Watervliet Arsenal  
Watervliet, New York 12189  
LTCR: 6.83
- Corps of Engineers  
Washington Aqueduct/ Armt Topo Sta  
Washington, DC 20315  
LTCR: 10.58
- Army National Guard  
Boise, Idaho 83705  
LTCR: 5.36

**Navy**

- **Naval Sea Systems Command  
(UIC: 60478) Weapons Station  
Colts Neck, New Jersey 07722** **LTCR: 7.38**
- **Naval Sea Systems Command  
Norfolk Naval Shipyard (UIC: 00181)  
Portsmouth, Virginia 23709** **LTCR: 5.54**
- **Naval Sea Systems Command  
Puget Sound Nav Shipyard (UIC: 00251)  
Bremerton, Washington 98314** **LTCR: 5.50**
- **Naval Facility Engineering Command  
Nav Public Works Center (UIC: 00187)  
Norfolk, Virginia 23511** **LTCR: 6.33**
- **Naval Facility Engineering Command  
Naval Air Station (UIC: 65114)  
Pensacola, Florida 32508** **LTCR: 5.62**
- **Marine Corps  
Camp Lejeune  
Jacksonville, North Carolina 28542** **LTCR: 10.81**
- **Marine Corps  
Camp Pendleton  
Oceanside, California 92055** **LTCR: 6.91**
- **Marine Corps  
Barstow, California 92311** **LTCR: 7.54**
- **Chief Atlantic Fleet  
(UIC: 61463)  
Norfolk, Virginia 23511** **LTCR: 10.15**
- **Chief Atlantic Fleet  
Air Station (UIC: 00213)  
Key West, Florida 33040** **LTCR: 6.57**
- **Chief, Nav Education & Training** **LTCR: 6.04**

Air Station (UIC: 60241)  
Kingsville, Texas 78363

**Defense Logistics Agency**

- Administrative Support Center East  
New Cumberland, Pennsylvania 17070 LTCR: 6.92
- Defense Distribution Depot, DDRE  
Columbus, Ohio 43216 LTCR: 7.58
- Administrative Support Center West  
Tracy, California 95376 LTCR: 12.50

**Defense Other**

- Defense Commissary Agency  
Central Reg - Fort Bragg  
Fayetteville, North Carolina 28307 LTCR: 11.36
- Defense Commissary Agency  
Central Reg - Wright-Patt AFB  
Dayton, Ohio 45433 LTCR: 19.17
- Defense Commissary Agency  
NW Reg - Fort Lewis  
Tacoma, Washington 98433 LTCR: 20.13
- Sec 6 Educational Facility  
San Juan, Puerto Rico 00934 LTCR: 6.12

Cumulative LTCR for above agency sites: 6.49